

**Public School Choice (PSC) [Section 1116(b)(1)(E)]
Supplemental Educational Services (SES) [Section 1116(e)]**

**LEA Parental Notification Letter Statutory Requirements
[Section 1116(b)(6) and 1116(e)(3)]**

Please Note:

The following parental notification letter is provided as a *sample* document. This sample is consistent with the eight (8) required components for drafting parental notification letters for PSC and SES. When preparing a parent notification letter for school choice and supplemental education services, the eight (8) components listed below are required under the *No Child Left Behind Act of 2001*. Additional information included in the PCS or SES parental notification letter outside of the eight (8) required components are optional.

Required Components for Public School Choice and Supplemental Educational Services Parental Notification Letter:

NOTICE TO PARENTS- A local educational agency shall promptly provide, at a minimum, annual notice to a parent or parents (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of each student enrolled in an elementary school or a secondary school identified for school improvement, for corrective action, or for restructuring:

Required for Public School Choice Notifications

- 1) an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved;
- 2) the reasons for the identification;
- 3) an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- 4) an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem;
- 5) an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement;

Required for Public School Choice and Supplemental Educational Services Notifications

- 6) an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency) or to obtain supplemental educational services for the child;

Required for Supplemental Educational Services Notifications

- 7) the identity of approved providers of those SES that are available within the local educational agency or whose services are reasonably available in neighboring local educational agencies, including Web-based providers; and
- 8) a brief description of the services, qualifications, and demonstrated effectiveness of each such provider.

Click below for sample PSC/SES parental notification letters

[English](#) [Spanish](#) [Arabic](#) [Farsi](#) [Amharic](#) [Tigrigna](#)

Click below for sample SES parental questions and answers letter

[English](#) [Spanish](#) [Arabic](#) [Farsi](#) [Amharic](#) [Tigrigna](#)